

Senior Planner

(One Position)

Principal Planner

(One Position)



Koff & Associates
A Gallagher Company



THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and Naval Base Ventura County, Point Mugu and Port Hueneme. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Santa Monica Mountains, as well as Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks, and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

THE POSITION(S)

The City seeks two Planners as follows:

Senior Planner CURRENT/NEAR TERM PLANNING/ PERMITTING (Planning & Environmental Services) – This position leads, oversees, reviews, and performs highly specialized, difficult, and complex tasks and projects for advanced or current planning assignments. The Senior Planner will occasionally assist in the training and mentoring of lower-level planning positions.

Essential Functions include but are not limited to the following:

- Prepare staff reports and make oral presentations to City Council, boards, commissions, and neighborhood groups.
- Monitor compliance of projects with environmental review laws; identify potential external environmental impact issues.
- Confer with developers, architects, engineers, attorneys and contractors on development plans and designs regarding processing requirements, procedures, policies, and standards for land use entitlement.
- Participate with various boards, commissions, and committees, and prepare related agendas, reports and minutes as needed.
- Supervise the preparation of Planning Commission packets and agendas.
- Oversee the filing of development applications and research and draft revisions and amendments to the City's General Plan and Zoning Ordinance.
- Confer with personnel from other city departments and agencies in facilitating various projects.
- Assist in the development of procedures to streamline and clarify application processing.

Principal Planner LONG RANGE/SUSTAINABILITY (Planning & Sustainability Team) – This position leads, oversees, reviews, and performs highly specialized, collaborative, difficult and complex tasks and projects focused on long range, sustainability or advanced planning assignments.

Essential Functions include but are not limited to the following:

- Assist in creating the vision for an update to the City's General Plan (2050 Oxnard General Plan update), and Local Coastal Plan (LCP), including an update to the City's Local Implementing Program (LIP) (Coastal Zoning Ordinance of the Oxnard City Code, Chapter 17).





THE IDEAL CANDIDATE(S)

The ideal candidates will be dynamic thinkers, be organized and able to work on several large projects simultaneously. The selected candidates should have a strong understanding of General Plan update practices and trends; have extensive experience working with the California Coastal Act, including sea level rise, resilience and adaptation trends, regulations, and approaches, as well as a strong understanding of the California Environmental Quality Act (CEQA); and sustainability programming. Successful candidates will also be familiar with the Housing Element, as well as housing trends, regulations, and state mandates. Excellent communication skills and interpersonal skills will be required to work with people of varied backgrounds and perspectives. A team player is highly desirable, and the ideal candidate will have the ability to prepare clear and concise oral and written reports. The ideal candidate will be astute at managing land use code updates, will be collaborative, and will have an understanding of land use and zoning regulations. The ideal candidate will be adept in the application of sound planning principals, and will employ state-of-the-art techniques and processes. Finally, the ideal candidate will stay abreast of environmental and sustainability trends and best practices and have the ability to keep a focus on creating a vision for the community.

Key Attributes, Skills, and Characteristics

- A professional who leads by example and exercises exceptional independent judgment.
- A leader that provides excellent customer service, is attentive, collaborative, and an active listener.
- A professional that maintains current knowledge of new trends and innovations in the fields related to area of assignment; including, monitoring legislation, climate and environmental trends, and professional practices and techniques.
- A skilled, independent thinker and strategist able to recommend policy and procedural improvements.



- Assist in development of the City's strategy to address Sea Level Rise and climate resiliency.
- Assist in implementing actions from the City's first Climate Action and Adaptation Plan (CAAP) to establish community and municipal sustainability policies and programs.
- Monitor compliance with laws, with specific focus on environmental, climate, and energy regulations; and identify environmental consequences to policy implications associated with potential and adopted regulations.
- May assist in managing the City's cannabis program and assist in applying for grants.
- Confer with personnel from other city departments and agencies to build consensus, collaborate, and facilitate actions to implement Planning & Sustainability goals, programs, and projects.
- Prepare staff reports, participate in making presentations to various boards, committees, City Council, commissions, and neighborhood groups. May prepare related agendas, reports, and minutes.
- May supervise in the preparation of Planning Commission packets and agendas for long range planning items.
- May oversee the preparation of Initial Studies, Mitigated and Negative Declarations, and Environmental Impact Reports for long range projects ensuring compliance with state laws and all relevant policies, procedures, and directives.
- May assist in public relations and engagement campaigns to facilitate community engagement. Knowledge of social media platforms and engagement tools may be needed.
- Work involves extensive contact with government officials, public and private agencies, citizens, citizen groups, City departments, and attorneys. May participate in the training and mentoring of long-range departmental personnel as well as manage consultants and consultant contracts.



QUALIFICATIONS

Senior Planner – Education, Experience, License and Certification:

- **Education:** A Bachelor's degree in urban or regional planning, economics architecture, landscape architecture or a related field; and,
- **Experience:** Equivalent to two (2) years of directly related experience as an Associate Planner.
- **License, Certification and Other Requirements:**
 - » Possession of, or ability to obtain, a valid class C California driver's license.
 - » Must be able to speak and understand English to effectively communicate with fellow employees, customers, and vendors.

Principal Planner – Education, Experience, License and Certification:

- **Education:** A Bachelor's degree in urban or regional planning, economics architecture, landscape architecture or a related field; and,
- **Experience:** Equivalent to five (5) years of directly related experience as an Associate Planner.
- **License, Certification and Other Requirements:**
 - » Possession of, or ability to obtain, a valid class C California driver's license.
 - » Must be able to speak and understand English to effectively communicate with fellow employees, customers, and vendors.
 - » Highly Desirable - AICP Certification

WORK SCHEDULE

The normal workweek is Monday-Thursday, 8:00 am - 6:00 pm, and alternating Fridays, 8:00 am- 5:00 pm. This position may be required to be available to work additional hours as needed to respond to workload needs, including evening or weekends as a result of community engagement activities.

SALARY AND BENEFITS

The salary range for the Senior Planner position: \$68,714.46 - \$114,627.97 annually

The salary range for the Principal Planner position: \$76,754.91 - \$127,493.39 annually

To view the benefits package, go to: <https://www.governmentjobs.com/careers/cityofoxnard/classspecs/1298855?keywords=senior%20planner&pagetype=classSpecifications>

APPLICATION AND RECRUITMENT PROCESS

This position will be open until filled and candidates are encouraged to apply now.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/senior-principal-planner/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:



Frank Rojas / Carlo Zabala
(510) 495-0448 / (510) 342-3233

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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.